



APPLICATION FOR DURHAM CITY COUNCIL WARD 3 VACANCY

ETHNIC BACKGROUND

African-American

Gender

Female

Are you at least 21 years of age?

Yes

Name of any City of Durham Board/Commission/Committee that you are serving on at the present time:

None

Date Term Expires: Not Applicable

NAME: Shelia Ann Huggins

SPOUSE'S NAME: John Kirby

HOME ADDRESS 2408 Tampa Ave Durham NC 27705
STREET CITY STATE ZIP

HOME PHONE NO: 919-612-6315

EMAIL ADDRESS sheliah@sheliahugginslaw.com

OCCUPATION Attorney

PLACE OF BUSINESS: 2408 Tampa Ave Durham NC 27705

BUSINESS ADDRESS: 2408 Tampa Ave Durham NC 27705
STREET CITY STATE ZIP

BUSINESS PHONE: 919-612-6315

Do you live within the corporate city limits?

Yes

Are you a registered voter in the City of Durham?

Yes

EDUCATION:

BS (NCSU), MPA (NCSU), JD (UNC_CH)

Based on your qualifications and experiences, briefly describe why your service on the Durham City Council would be beneficial to the City of Durham

See Attachment A: Qualifications

Other information you consider pertinent: (i.e., Civic memberships, related experience, etc.)

See Attachment B: Other Information

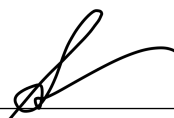
PROPERTY TAX LISTING MUST BE CURRENT. CITY AND COUNTY TAXES MUST NOT REFLECT ANY DELINQUENCY AT THE TIME OF SUBMISSION OF THE APPLICATION.

APPLICATION WILL BE RELEASED TO THE PUBLIC UPON REQUEST

DEADLINE FOR RECEIVING APPLICATION: THURSDAY DECEMBER 21, 2023 at 5:00 P.M.

Date: 12/18/2023

Applicant's Signature



Return Application to:
City Clerk's Office City of Durham
101 City Hall Plaza - Suite 2700
Durham, NC 27701
Phone: (919) 560-4166
Email To: city.clerk@durhamnc.gov

APPLICATION FOR DURHAM CITY COUNCIL VACANCY
ATTACHMENT B: RESUME

SHELIA ANN HUGGINS

2408 Tampa Avenue, Durham, NC 27705
919-612-6315

CORE COMPETENCIES

Legal Analysis ● Public Policy Analysis ● Strategic Planning ● Program Performance Measurement & Assessment ● Communication: Presentation, Outreach, & Facilitation ● State & Local Government Administration & Policy ● Legal Research ● Public Speaking ● Budget Forecasting & Management ● Community Engagement

EDUCATION

Juris Doctor

University of North Carolina at Chapel Hill, Chapel Hill, NC

- Member, Holderness Moot Court Invitational Team
- Participant, 2002 John Gibbons Seton Hall School of Law Moot Court Competition
- Team Winner, 1999 Trial Law Academy Mock Trial
- Round One and Semi-Final Round Best Attorney, 1999 Trial Law Academy Mock Trial

Master of Public Administration

North Carolina State University, Raleigh, NC

- Specialization, Environmental Policy and Management (no longer offered)
- Member, Pi Alpha Alpha National Honor Society

Bachelor of Science

North Carolina State University, Raleigh, NC

- Major, Biological Sciences
- Specialization, Microbiology
- Minor, Genetics

PROFESSIONAL EXPERIENCE

CURRENT

Attorney

Shelia A. Huggins, PLLC, Durham, NC

PREVIOUS

Sr. Administration Manager

Office of Economic and Workforce Development, City of Durham, Durham, NC

- Provided leadership and operational management to support workforce and economic development portfolio projects
- Led the planning process for the department's \$3 million-plus budget and functioned as the go-to person for the department's day-to-day operations
- Managed the departmental strategic planning process
- Managed and analyzed the department's performance measures
- Managed the construction build-out and budget of the department's leased space
- Supervised the administration division staff

Assistant Director for Community Engagement

Neighborhood Improvement Services, City of Durham, Durham, NC

- Developed and coordinated departmental and project partnerships
Partners included the following: NC Commerce Department, US EPA, NC DENR, Habitat for Humanity, UNC-CH School of Journalism and Mass Communication, NCCU, NCSU, El Centro, and several neighborhood and community associations
- Oversaw grant application and management processes for community engagement activities, including management of the NC Sustainability Task Force grant
- Directed all community engagement & human relations team projects, including the following:
 - Events such as the annual Women's History Month Forum, Fair Housing Month activities, and Human Relations banquet
 - Creation of the Durham Innovation and Design Center, a grant-funded project dedicated to the education and training of

residents about urban design and its relationship to people and neighborhoods

- Support for the Human Relations Commission, Hispanic–Latino Inclusion Initiative, Northeast Central Durham Leadership Council, and all five of the City’s Partners Against Crime districts
- Supervised staff, provided training and coaching, conducted staff meetings, administered annual performance evaluations, collaborated on independent employee development plans, and developed performance standards

Division Manager for Real Estate

General Services, City of Durham, Durham, NC

- Developed and administered the annual personnel and operating budget, projected annual revenue for the division, and implemented budget reduction plans
- Wrote and reviewed agenda memos for presentation to the City Manager and City Council and represented the division/department at City Council work sessions and meetings
- Served on inter–departmental project and review teams including RFP review teams for economic development grant awards, community and commercial redevelopment proposals, risk analysis, and master facility space plan development
- Participated in community meetings involving projects for several city departments including Transportation, Parks and Recreation, City–County Planning, Public Works, and Water Management
- Supervised a division of 7 employees, provided training and coaching, conducted staff meetings, administered annual performance evaluations, collaborated on independent employee development plans, and wrote performance standards
- Assigned and supervised the work of the real estate staff in performing property inspections, appraisals, negotiations, acquisitions, dispositions, leasing, and property management of real property for community development, economic development, and other municipal projects
- Directed major preservation and redevelopment projects including projects involving non–profits, private businesses, and other non–governmental institutions

Operations and Evaluation Administrator

General Services, City of Durham, Durham, North Carolina

- Drafted and reviewed contract language for development agreements, management agreements, purchases and leases, public-private partnerships, settlement agreements and inter-local agreements
- Served on the Downtown Development Team by providing planning assistance on development projects including the renovation and/or construction of the Durham Performing Arts Center, Durham Station Transportation Center, Durham Athletic Park, and Greenfire Development Phase II
- Functioned as the contact for the remediation of the Former Durham Area Transit Authority Site/Durham Performing Arts Center and managed the environmental escrow account for the remediation of the Durham Station site
- Handled special projects assigned by the department director including environmental contamination and remediation projects, relocation analysis and mediation evaluation, long-term parking contracts, and Facility Use Permits for the annual Beer and Blues Festivals
- Wrote agenda memos for presentation to the City Manager and City Council and represented the department at City Council work sessions and meetings

Attorney

Shelia A. Huggins, Attorney, Durham, NC

- Developed business contracts and legal documents for a variety of transactional matters including corporate formation, bylaws, and agreements, business purchase and sale agreements, and general business representation
- Provided consultation services to residential and commercial clients regarding environmental issues relating to land sales and development, including underground storage tanks, trust fund applications, penalty negotiations, and property remediation
- Represented clients on real estate and construction matters including estate property sales, residential and commercial investment acquisitions, and redevelopment

Legal Intern

Land Loss Prevention Project, Durham, NC

- Drafted appeals for farmers seeking remedies under a consent agreement with the US Department of Agriculture
- Worked independently on assigned projects, interviewed firm clients, and researched legal issues

Environmental Chemist

NC Department of Environmental Quality (formerly DENR), Raleigh, NC

- Wrote regulatory interpretations of federal environmental rules and provided technical assistance to industries and businesses throughout the state of North Carolina
- Reviewed and wrote environmental policy statements and updated the department's Hazardous Waste Policy Manual and Guidance Handbook.
- Served on task teams designed to research and promote policy changes within the department, including environmental education and environmental justice
- Facilitated, as a member of the department's FOXnet facilitation team, departmental meetings in order to increase effectiveness and efficiency

Chemistry Technician

NC State Laboratory of Public Health, Raleigh, NC

- Performed tests for the detection of radiation in air and water samples
- Conducted atomic absorption analysis for the detection of lead
- Analyzed samples for petroleum products
- Assisted with sample preparation for pesticide analysis

ACTIVITIES

Memberships/Associations

- Member, 16th Judicial District Bar Association
- Member, George White Bar Association
- Co-chair & Former Chair, Friends of Durham
- Member, Durham Committee on the Affairs of Black People
- Member, People's Alliance
- Former Member, Alamance Community College Small Business Center Board of Advisors
- Former Member, NCCU School of Business Board of Visitors
- Former Member, Durham Regional Association of Realtors

Political Background

- Member, Democratic National Committee (DNC)
- Member, DNC Women's Caucus, Poverty Council, Black Caucus, & Southern Caucus
- Member, NC Democratic Party (NCDP) Executive Council & State Executive Committee
- Member, NCDP Progressive Caucus and Black Caucus
- Member, Durham County African-American Caucus
- Former Member, Durham County Democratic Women
- Former Chair and Vice-Chair, Durham County Democratic Party Precinct 4
- Former Durham County Representative, 4th District Executive Committee
- Former Secretary, NCDP African-American Caucus
- Delegate, 2004 Democratic National Convention
- Former Third Vice-Chair, Wake County Democratic Party
- Former Chair, Wake County Democratic Party Precinct 4
- Former Member, Wake County Young Democrats

APPLICATION FOR DURHAM CITY COUNCIL VACANCY ATTACHMENT A

My service on the Durham City Council would be beneficial because I possess 1) almost nine years of direct municipal government experience; 2) a history of service, leadership, and commitment to my community; and 3) an educational background that includes a law degree and a Master of Public Administration degree.

During my tenure with the city, I was the real estate manager in the General Services Department, assistant director for community engagement in Neighborhood Improvement Services, and senior administration manager in the Office of Economic and Workforce Development. As a result, I gained significant hands-on experience directing the city's budget process at the departmental level, managing the strategic planning process, responding to residents' concerns, and providing training opportunities for staff. I understand the challenges that the city faces as it grows and tries to provide quality and efficient services with limited resources.

My knowledge of city operations provides me with the ability to comprehensively analyze the challenges that council members are asked to consider. During my employment with the City of Durham, I worked on complex issues relating to environmental contamination, construction project management, transportation, and real estate. In 2012, I presented at the Transforming Local Governments Conference in Kansas, Missouri, where I spoke about the Northeast Central Durham Livability Initiative and how we worked with residents to improve service delivery through community engagement. I completed the City's Management Academy and the Culture of Service Certification Program and worked with our community engagement team on projects such as Play Streets, National Night Out, and the Humphrey Street Beautification Project.

In addition to my City of Durham employment, my professional experience as an attorney and former environmental chemist provides a unique opportunity for the residents of Durham to have someone with a well-established understanding of environmental issues and a commitment to helping small businesses. While in law school, I took classes in land use, property law, and real estate finance. My independent research project focused on the history of African-American land ownership and the business loan practices of the Farmer's Home Administration that led to the agency being called "the last plantation." I'm a former real estate broker, and I've served on the NCCU School of Business Board of Visitors and the Alamance Community College Small Business Center Board of Advisors. This knowledge and experience will be informative as we work on the many issues facing our city.

I grew up in a family with a history of service to the community. My father served six terms on the Greenville City Council, and my mother is currently serving on the Pitt County Board of Commissioners. I understand the commitment required of a public servant, and through my work at the local, state, and national levels, I have supported candidates and organizations that I believe share that same commitment. I have worked to build relationships across geographic boundaries, among various organizations, and with people of diverse backgrounds, because I truly believe that we are stronger together.

Given the many challenges facing us, I believe that my experience, education, and commitment would be of great value in helping our residents, businesses, and our community. This is why my service on the Durham City Council would be beneficial to the City of Durham.